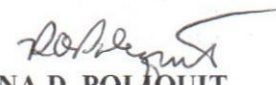




REPUBLIC OF THE PHILIPPINES BC-CSC Form No. 1 (Position Description Form)		1. NAME OF EMPLOYEE <div style="display: flex; justify-content: space-between;"> POLIQUIT (Family Name) ROSALINA (Given Name) DIALIMAS (Middle Name) </div>									
2. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		3. BUREAU OR OFFICE <p style="text-align: center;">VSU</p>									
4. DEPT./BRANCH/DIVISION <p style="text-align: center;">Dept. of Biological Sciences</p>		5. WORK STATION/PLACE OF WORK <p style="text-align: center;">VSU</p>									
6a. PRES. APPRO. ACT/ BOARD RES/ ORD NO.	6b. PREV. APPRO. ACT/ BOARD RES/ ITEM NO. AP1-13-2004	7a. SALARY P.A.: P 249,828.00 7b. OTHER COMPENSATION: PERA/ACA									
8. OFFICIAL DESIGNATION OF POSITION <p style="text-align: center;">Assistant Professor III</p>		9. WORKING PROPOSED TITLE									
10. WAPCO CLASSIFICATION OF THIS POSITION		11. OCCUPATION GROUP TITLE (leave blank)									
12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENTAL UNIT AND UNIT'S CLASS <div style="display: flex; justify-content: space-around;"> MUNICIPALITY [] CITY [] PROVINCE [] </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>1st []</div> <div>2nd []</div> <div>3rd []</div> <div>4th []</div> <div>5th []</div> <div>6th []</div> </div>											
13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.											
<div style="display: flex; justify-content: space-between;"> <div> Percent of : Working Time: </div> <div style="text-align: center; flex-grow: 1;"> DUTIES </div> </div>											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; vertical-align: top;">75 %</td> <td style="vertical-align: top;">- Teaches undergraduate courses in biology and related fields.</td> </tr> <tr> <td style="vertical-align: top;">20 %</td> <td style="vertical-align: top;">- Conducts research & extension activities in biology and related fields.</td> </tr> <tr> <td style="vertical-align: top;">5 %</td> <td style="vertical-align: top;">- Performs other duties assigned by immediate supervisor from time to time.</td> </tr> <tr> <td style="vertical-align: top;"><u>100 %</u></td> <td></td> </tr> </table>				75 %	- Teaches undergraduate courses in biology and related fields.	20 %	- Conducts research & extension activities in biology and related fields.	5 %	- Performs other duties assigned by immediate supervisor from time to time.	<u>100 %</u>	
75 %	- Teaches undergraduate courses in biology and related fields.										
20 %	- Conducts research & extension activities in biology and related fields.										
5 %	- Performs other duties assigned by immediate supervisor from time to time.										
<u>100 %</u>											

14. POSITION TITLE OF IMMEDIATE SUPERVISOR <p style="text-align: center;">Department Head</p>	15. POSITION OF NEXT HIGHER SUPERVISOR <p style="text-align: center;">Dean</p>																												
16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7) list Only by their item nos. and titles) <p style="text-align: center;">None</p>																													
17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work. <p>microscope, computer, etc.</p>																													
18. CONTACT <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> </tr> <tr> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Management</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Others (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/> students</td> </tr> </table>		Occasional	Frequent	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students	19. WORKING CONDITION <table style="width: 100%; border: none;"> <tr> <td>Normal Working Condition</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Field Trips</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Exposed to Varied Weather</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other's (Specify)</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Normal Working Condition	<input checked="" type="checkbox"/>	Field Work	<input type="checkbox"/>	Field Trips	<input type="checkbox"/>	Exposed to Varied Weather	<input type="checkbox"/>	Other's (Specify)	<input type="checkbox"/>
	Occasional	Frequent																											
General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																											
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>																											
Others (Specify)	<input type="checkbox"/>	<input checked="" type="checkbox"/> students																											
Normal Working Condition	<input checked="" type="checkbox"/>																												
Field Work	<input type="checkbox"/>																												
Field Trips	<input type="checkbox"/>																												
Exposed to Varied Weather	<input type="checkbox"/>																												
Other's (Specify)	<input type="checkbox"/>																												
20. I CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>September 30, 2009</u> Date </div> <div style="text-align: center;">  ROSALINA D. POLIQUIT Signature of Employee </div> </div>																													
21. Describe briefly the general function of the Unit or Section. <p>To deliver instruction, conduct research & extension activities in biology and related fields.</p>																													
22. Describe briefly the general function of the position. <p>To deliver instruction, conduct research & extension activities.</p>																													
23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualifications of the present incumbent. This item should be filled for all positions other than teaching). <div style="margin-left: 40px;">Relevant</div> <p>Education: M.S. degree holder</p> <p>Experience: 2yrs. of relevant experience; 8 hrs. of relevant training.</p>																													
23b. Licenses or certificates required to do this work, if any. <p style="text-align: center;">None</p>																													
24. I HEREBY CERTIFY that the above answers are accurate and complete. <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <u>9/30/09</u> Date </div> <div style="text-align: center;">  BEATRIZ S. BELONIAS Signature and Title of Immediate Supervisor </div> </div>																													
25. APPROVED <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <hr style="width: 100px; border: 0.5px solid black;"/> Date </div> <div style="text-align: center;">  JOSE L. BACUSMO Head of Agency </div> </div>																													